

THE FLAT HOLM SOCIETY

ROLE DESCRIPTION - TREASURER

OVERALL PURPOSE

The treasurer's role is to monitor the financial matters of the charity and report to the committee at regular intervals about the financial health of the organisation, in line with good practice and in accordance with the Constitution and legal requirements.

MAIN RESPONSIBILITIES

- To oversee and present budgets, accounts and financial statements to the committee
- To ensure that proper accounts and records are kept, ensuring financial resources are spent and invested in line with good governance, legal and regulatory requirements
- To lead with the development and implementation of financial, reserves and investment policies

MAIN DUTIES

- Keeping the committee updated on financial matters
- Apply financial controls on spending and ensure systems are in place and adhered to
- Advising on the financial implications of the charity's 12-Month plan
- Can act as a counter-signatory on charity cheques
- Can assist with and act as a signatory for applications for funds and grants
- To reimburse people where appropriate ensuring we have the necessary evidence of expenditure

